

## HUSLink MENTOR PROGRAM PROTÉGÉ HANDBOOK

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Thank you for joining the Hamline University School of Law (HUSL) HUSLink mentoring program – connecting students and alumni with professional community advisors and mentors through an online, automated, and password-protected format.

### PURPOSE AND PROGRAM OVERVIEW

The HUSLink program was designed to make networking and mentoring available in a flexible, timely, and customized manner.

Mentors choose the types of experiences they would be comfortable and qualified to offer or discuss with protégés. They also control the number of contacts they invite, and they can temporarily put their accounts on hold when needed. Protégés may then search and contact different mentors depending on circumstances and needs.

The HUSLink program is also flexible in terms of format. Once protégés have expressed interest via HUSLink system email, it allows mentors and protégés to work together to determine how to best proceed. The Hamline Career Services Office will also work with HUSLink mentors in resource building, as well as informational and networking events.

### ELIGIBILITY

**Protégés** All Hamline law students in good standing with the school<sup>1</sup>, and all Hamline law alumni in good standing with a state bar, may request access to HUSLink. Access will be granted after prospective protégés review the online informational and training materials and sign a HUSLink Contract.

*FYI: Hamline University School of Law alumni who are mentors may separately register to additionally use the system as protégés by following these instructions.*

**Mentors** must:

- (1) Have graduated from an accredited law school at least one full calendar year prior to registering;
- (2) Be employed (or retired); and
- (3) Be members of good standing of a state bar (or have been at the time of retirement, if retired).

Mentors will be asked to verify good standing and employment status on an annual basis and are expected to contact the Career Services Office immediately should standing change in the interim.

*FYI: Prospective mentors not currently licensed or authorized to practice (i.e., those in nonpracticing careers) but who would otherwise be eligible for "good standing" status, and existing mentors in career transition, should contact Career Services to discuss registration or continuing eligibility.*

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<sup>1</sup> Students must have completed all 1L Orientation requirements to have HUSLink access added to their Symplicity account.

**Cancellation of Access** Hamline University School of Law reserves the right to restrict or discontinue, with notice, access to HUSLink for any mentor or protégé abusing the system (violating any policies, not participating in good faith, displaying unprofessional behavior, or for other similar reasons).

## EXPECTATIONS AND COMMITMENT

### **Protégés are expected to:**

- Determine which mentor – based on profiles – appears to be willing and best-suited to answer their questions or provide the desired professional development experience
- Initiate contact with such mentor (and no more than one mentor at a time) via HUSLink, including in the message the reason for contact, specific questions, and/or any pertinent time frame
- Respond to all mentor replies professionally and in a timely manner
- With deference to the mentor’s preference and decision, understand, acknowledge, and abide by parameters on the extent and duration of the mentoring
- Indicate in HUSLink and confirm with mentor when mentoring is completed
- Communicate with the Career Services Office (respond to check-in inquiries, voice concerns if they arise, etc.)

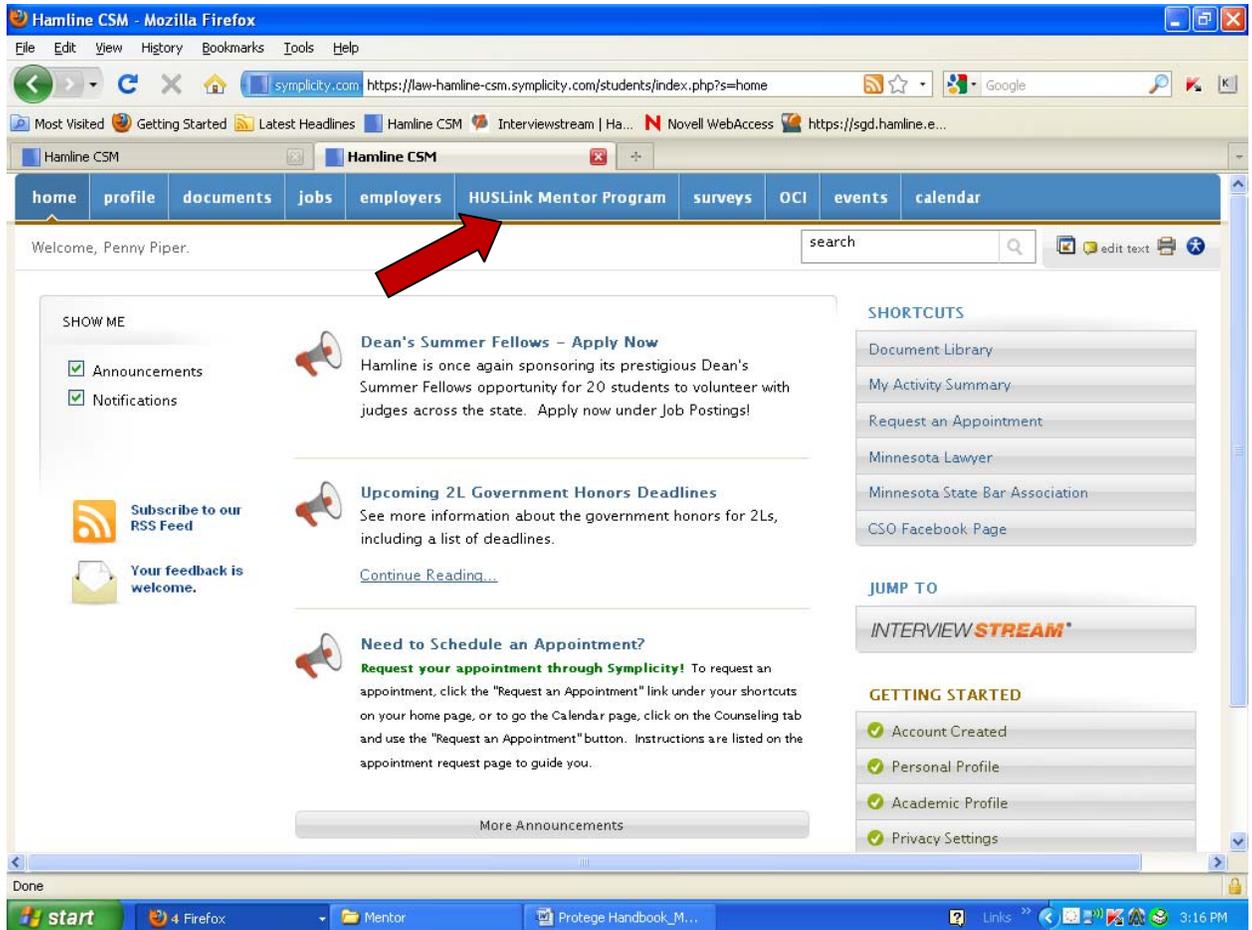
### **Mentors are expected to:**

- Keep their mentor profile current at all times
- Read and respond to HUSLink correspondence (generally via email) in a timely manner
- Provide mentoring, or opportunities - as represented in the mentor’s profile - with professionalism
- Set and communicate to protégés parameters on the extent and duration of mentoring on a case-by-case basis
- Communicate with the Career Services Office (respond to check-in inquiries, voice concerns if they arise, etc.)

## JOINING AND USING HUSLink STEP-BY-STEP

Eligible students may obtain HUSLink access (within their Symplicity account) after viewing a brief informational and training webinar and signing and submitting to the Career Services Office a signed HUSLink Contract (as directed at the end of the webinar).

If you meet these requirements, your HUSLink Mentor Program tab will be activated.



From the HUSLink Mentor Program tab, you come to an overview page. At first glance, you see all mentors currently available in the system, and can narrow down options:

The screenshot shows the Hamline CSM HUSLink Mentor Program overview page. The browser title is "Hamline CSM - Mozilla Firefox". The URL is "https://law-hamline-csm.symlicity.com/students/index.php?ss=alumni&\_ksl=1&s=pronet". The page header includes navigation tabs: home, profile, documents, jobs, employers, **HUSLink Mentor Program**, surveys, OCI, events, calendar. The user is logged in as Penelope P. Piper on Wednesday, April 14, 2010, at 9:05 pm. The page is powered by symlicity.

The main content area is titled "Mentor Program" and includes search filters:

- Mentor's Current EMPLOYER: [dropdown menu]
- Mentors I have Expressed Interest In:  Yes  No  Ignore
- Mentor's Current Business CITY: [text input]
- Mentor's Current Business STATE: [select dropdown]
- Mentors with experience (past or present) in the following PRACTICE AREA(S): [dropdown menu]
- Keywords: [text input]

Buttons: **Apply Search**, **Clear**

Showing 20 at a time: Items 1-3 of 3

Last	First	Employer	Job Title	Practice Area(s)	Interested	Options
<a href="#">Barb</a>	Stachia	Hamline University School of Law (Saint Paul, MN)	Current or Most Recent Job Title Director	Compliance	No	<a href="#">ADD FAVORITE</a>
<a href="#">Doe</a>	Jane	Sample Law Firm (St. Paul, MN)	Senior Partner	Communications Law	Yes	<a href="#">ADD FAVORITE</a>
<a href="#">Test</a>	Stachia	Testing Student View (Saint Paul, MN)	Tester	Other	No	<a href="#">ADD FAVORITE</a>

Showing 20 at a time: Items 1-3 of 3

Page generated in 0.24s

The Windows taskbar at the bottom shows the Start button, open windows for "Hamline CSM - Mozilla...", "Mentor%20Instruc...", and the system clock at 9:05 PM.

You can also narrow down the list further by clicking “Detailed Search”...

The screenshot shows a Mozilla Firefox browser window displaying the Hamline CSM website. The address bar shows the URL: <https://law-hamline-csm.symplicity.com/students/index.php?ss=alumni&ksl=1&s=pronet>. The page title is "Hamline CSM - Mozilla Firefox".

The website navigation menu includes: home, profile, documents, jobs, employers, **HUSLink Mentor Program**, surveys, OCI, events, calendar. The user is logged in as Penelope P. Piper on Wednesday, April 14, 2010 at 9:05 pm. The account status is "(account blocked)".

The main content area is titled "Mentor Program" and has tabs for "Favorites", "Detailed Search", and "Saved Searches". A red arrow points to the "Detailed Search" tab. Below the tabs is a search form with the following fields:

- Mentor's Current EMPLOYER: [dropdown menu]
- Mentors I have Expressed Interest In:  Yes  No  Ignore
- Mentor's Current Business: [text input]
- Mentor's Current Business STATE: [select dropdown]
- Mentors with experience (past or present) in the following PRACTICE AREA(S): [dropdown menu]
- Keywords: [text input]

Buttons for "Apply Search" and "Clear" are located below the form. The search results are displayed as a table with 3 items:

Showing 20 at a time: Items 1-3 of 3

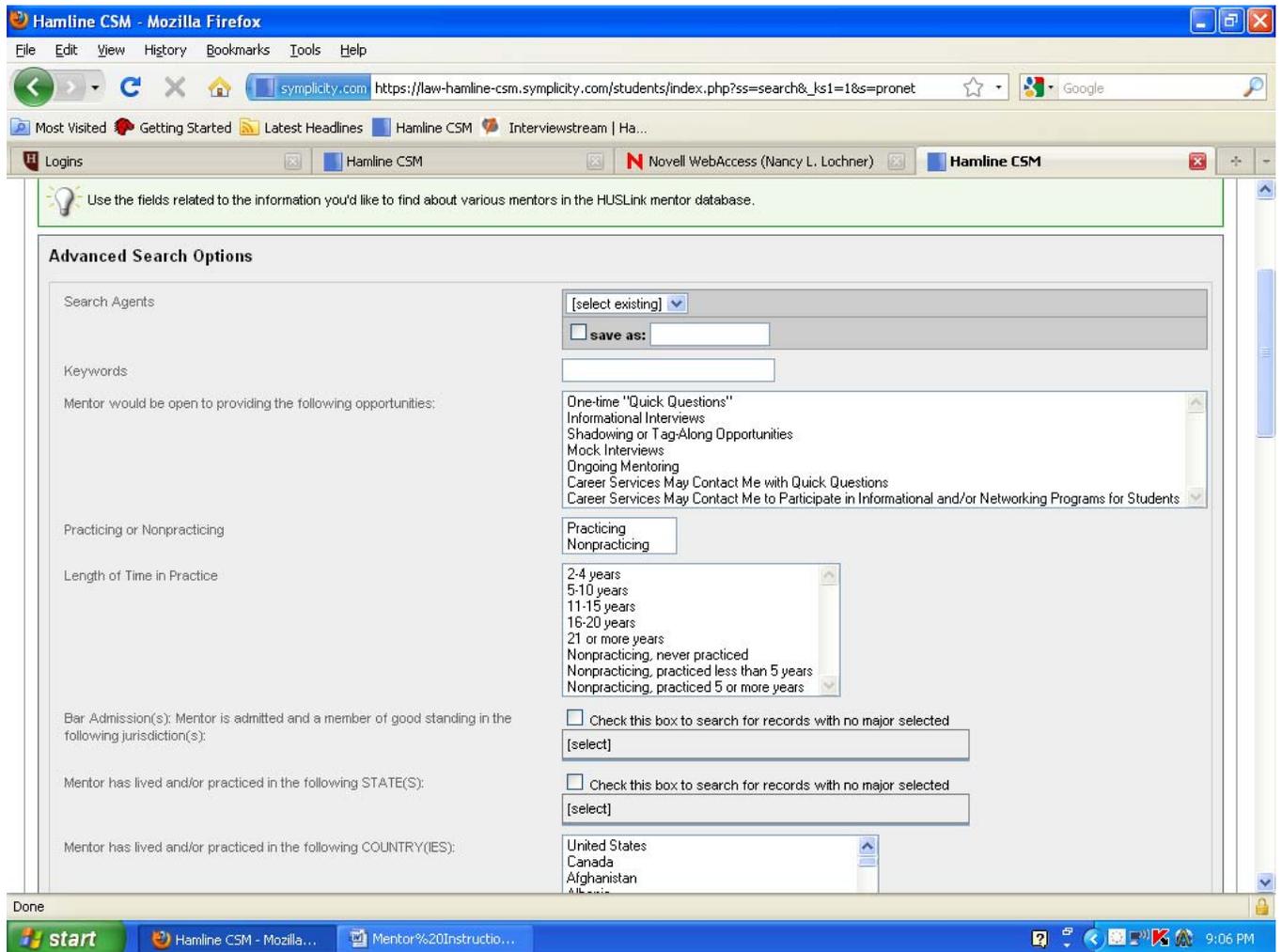
Last	First	Employer	Job Title	Practice Area(s)	Interested	Options
Barb	Stachia	Hamline University School of Law (Saint Paul, MN)	Current or Most Recent Job Title Director	Compliance	No	<a href="#">ADD FAVORITE</a>
Doe	Jane	Sample Law Firm (St. Paul, MN)	Senior Partner	Communications Law	Yes	<a href="#">ADD FAVORITE</a>
Test	Stachia	Testing Student View (Saint Paul, MN)	Tester	Other	No	<a href="#">ADD FAVORITE</a>

Showing 20 at a time: Items 1-3 of 3

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The Windows taskbar at the bottom shows the Start button, the Hamline CSM - Mozilla... window, and the Mentor%20Instructio... window. The system clock shows 9:05 PM.

...and further narrowing down criteria from those available. This detailed search page runs an “and” (not “or”) search, so the more narrow your criteria the less likely you are to yield results.



You can then click on any desired search result to read the mentor's full profile:

The screenshot shows a Mozilla Firefox browser window with the following details:

- Browser Title:** Hamline CSM - Mozilla Firefox
- Address Bar:** [https://law-hamline-csm.symplicity.com/students/index.php?mode=alumni&contact\\_id=0a2255f4t](https://law-hamline-csm.symplicity.com/students/index.php?mode=alumni&contact_id=0a2255f4t)
- Page Header:** HUSLink powered by symplicity
- User:** Jane Doe
- Section:** Contact Information (with a Help icon)
- Contact Information:**
  - Title: Senior Partner
  - Name: Jane Doe
- Mentor Profile Overview:**
  - Maximum number of protégés that can express interest: 1
  - This mentor is currently available and would like his/her profile active in the database accessible to protégés so they may contact him/her for mentoring... yes
  - Mentor Activities of Interest: One-time "Quick Questions"
- Educational Overview:**
  - Law School: Hamline University School of Law
  - Law School Graduation Date: 1995
  - This mentor enrolled in law school this many years after receiving an undergraduate degree: Immediately after college
  - Mentor's Law School Schedule: Full-time Weekday
  - Undergraduate School: Hamline University

The Windows taskbar at the bottom shows the Start button, the current browser window, and the system clock at 9:04 PM.

After carefully reviewing all options, and ensuring the mentors are interested in the type of contact you desire, you may initiate contact with the one mentor. **You shall not initiate contact with more than one mentor at a time.** (While searching, you may save mentors as “favorites” by clicking in the far right “Other” column. Know, however, that once any given mentor’s maximum number of contacts has been reached, the mentor will temporarily disappear from “favorites.”)

To initiate contact, you click a button “Please Notify Mentor of My Interest,” which automatically generates an email (to which you will add a paragraph) to the mentor (from [law-hamline-csm@symplicity.com](mailto:law-hamline-csm@symplicity.com)).

The screenshot shows a Mozilla Firefox browser window displaying the Hamline CSM website. The page is titled "Hamline CSM - Mozilla Firefox" and shows a mentor's profile. The profile includes the following information:

- Undergrad Major(s): Accounting
- Career Overview Information**
- This mentor has been (or if retired, was) practicing for: 11-15 years
- This mentor is admitted and a member of good standing in the following jurisdiction(s): State and/or Federal Minnesota
- Type of Employer(s): In-House Practicing
- This mentor has engaged in the following practice area(s), about which he or she would be comfortable mentoring protégés: Communications Law
- Specific Employment Information**
- This mentor's current employment status is: Full-Time
- This mentor is currently using his or her JD in the following type of position: Practicing
- Most Recent or Relevant Employer: Fake Employer
- Most Recent or Relevant Job Title: Senior Partner
- Most Recent or Relevant Job Description: I manage my law firm
- Other Helpful Information**

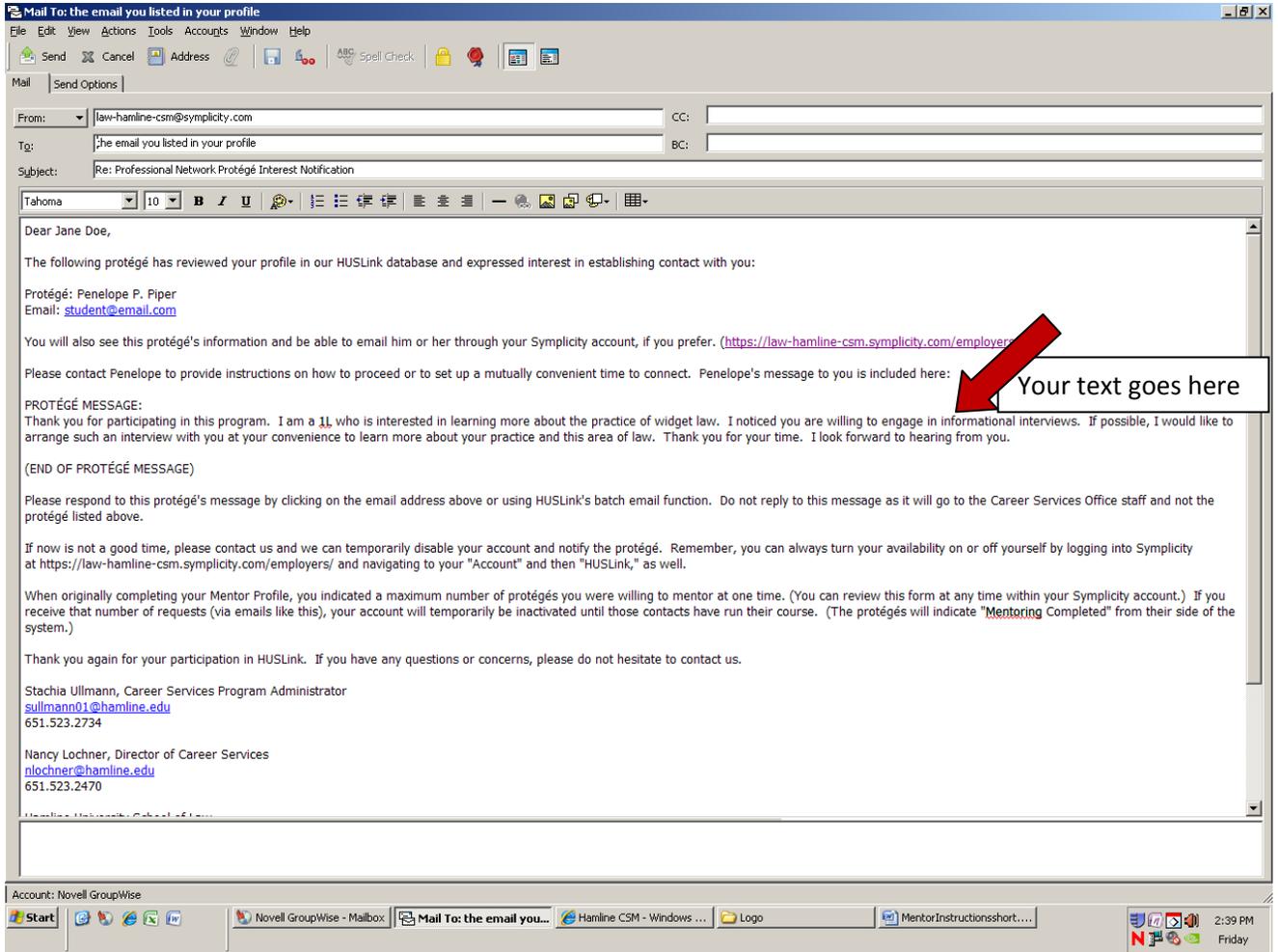
At the bottom of the profile, there is a button labeled "Please Notify This Mentor Of My Interest" with a red arrow pointing to it. The browser's address bar shows the URL: [https://law-hamline-csm.symplicity.com/students/index.php?mode=alumni&contact\\_id=0a2255f4t](https://law-hamline-csm.symplicity.com/students/index.php?mode=alumni&contact_id=0a2255f4t). The system tray at the bottom shows the time as 9:04 PM.

While most of the email is a template (see below), you insert brief, specific information including: 1) the purpose for the contact (informational interview, quick question, etc.), 2) why you are contacting *this* mentor, and 3) the time frame if relevant (keeping in mind that immediate or very short turn-around may be neither considerate nor realistic). For example, we suggest:

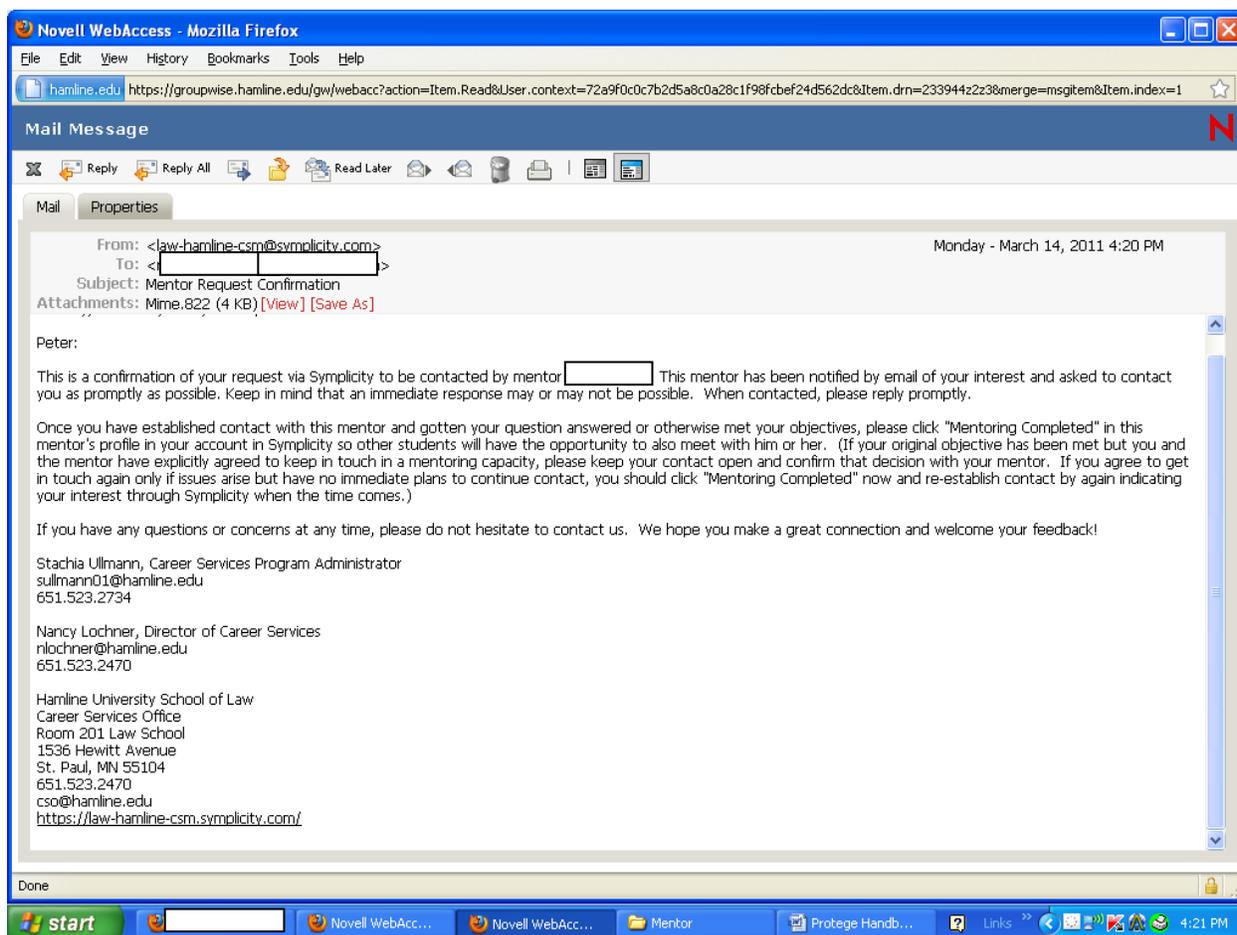
“Thank you for participating in this program. I am a [1L, 2L, etc.] interested in learning more about [topic]. I noticed you are willing to [the activity of interest, as listed in their profile]. If possible, I would like to set up a time to [mock interview, informational interview, introduce myself] to [learn more about..., prepare for my interview, etc.]. [I have an interview next

Monday, so if possible I was hoping to connect before then.] Thank you for your time. I look forward to hearing from you.”

The email will appear like this to the mentor, with your message embedded as noted below:



You will receive an email confirmation of this contact as follows:



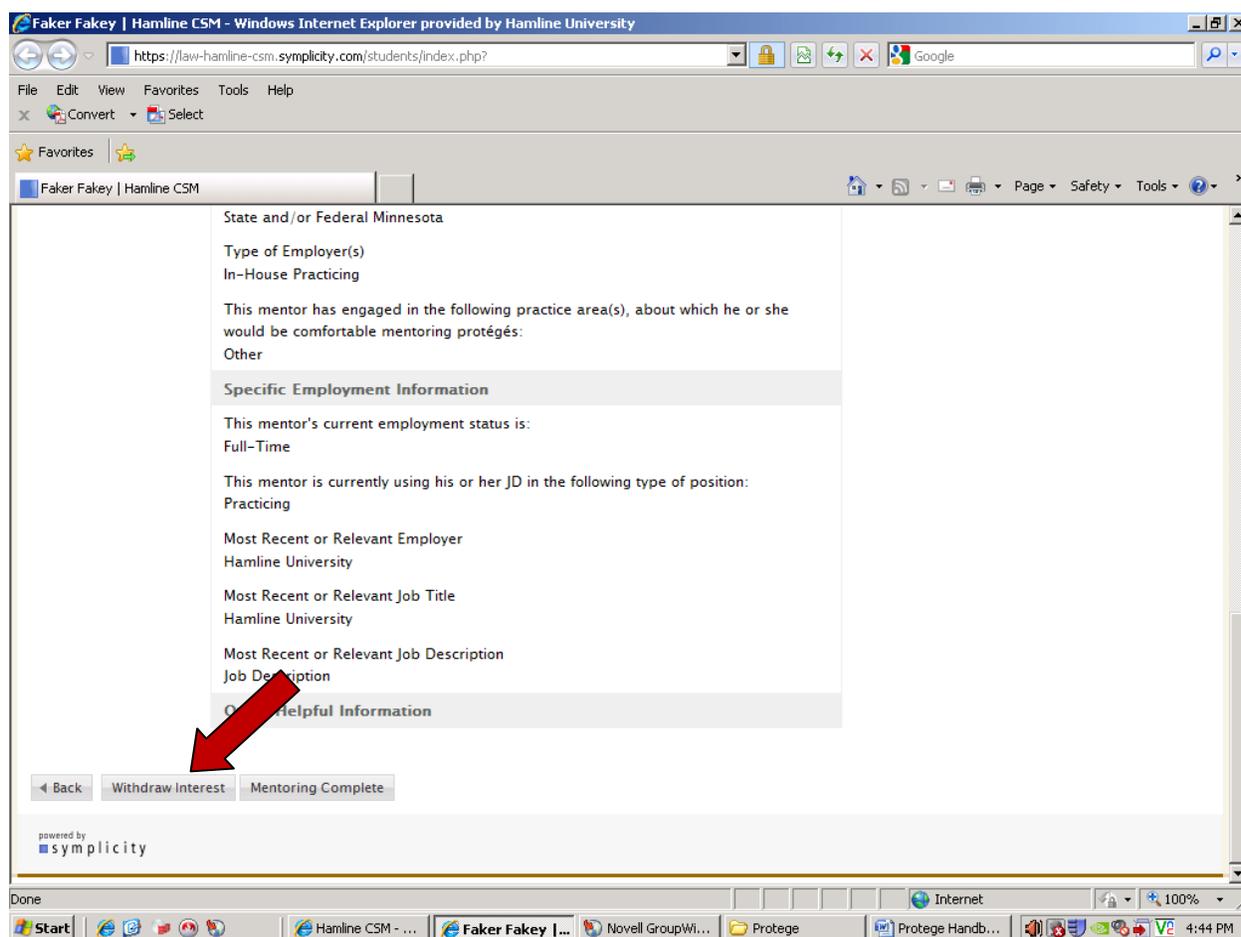
Thereafter, you wait for contact, keeping in mind that a reply email would come to your email account on file in Symplicity (unless otherwise requested within the body of the original email to the mentor).

You and the mentor will then pursue the professional development opportunity offered and requested. If desired and practical, the two of you may choose to meet in person. If a tag-along opportunity is the subject of the contact, you may agree to meet at the registration table of a specific event, for example. If more practical and so desired, you may choose to communicate by phone or email. If longer-term mentoring is the subject of the inquiry, you should communicate with one another to define the scope, duration, and goals of the contact. In any event, based on the circumstances, the mentor should have the final say in clarifying the format, scope, and duration of the professional development opportunity.

It is expected that communication between mentors and protégés though the HUSLink program will be handled with professionalism and discretion, particularly if so requested by either party (for example, when sharing salary expectations or legitimately discussing - for purposes of mentoring - experiences with difficult employers), but is not presumed or guaranteed confidential. To preserve the integrity of the program, protégés and mentors are welcome and encouraged to share concerns or questions arising from the mentoring or advising relationship initiated through HUSLink with Career Services staff, including Nancy Lochner, Director of Career Services ([nlochner@hamline.edu](mailto:nlochner@hamline.edu)).

If unable to connect with the mentor, you are asked to please notify Career Services at [cso@hamline.edu](mailto:cso@hamline.edu). While it is our expectation that mentors will make timely and professional contact, we also acknowledge that they are busy attorneys *and volunteers* and from time to time may be unexpectedly or unavoidably unavailable, as their job and the clients come first. To maintain the efficiency and integrity of the program and to provide assistance for both parties, Career Services needs to know when this is occurring and is happy to then advise you on how to proceed on a case-by-case basis. (The resolution may be to withdraw the request and move on to another available mentor. The Career Services Office will follow up with the original mentor to determine more about the situation and to explain the withdrawal of your interest at this time.)

In the event that you need to cancel an inquiry before actual contact is made (but after you have requested contact), you will have the option to “Withdraw Interest” by clicking the button shown below. When you do this, the mentor will be freed up so other protégés can request contact, but the mentor will NOT get an automated notice of this withdrawal of interest. Therefore, in addition to withdrawing interest you MUST also notify us at [cso@hamline.edu](mailto:cso@hamline.edu) so we can inform the mentor to disregard the initial request for contact and explain the circumstances.

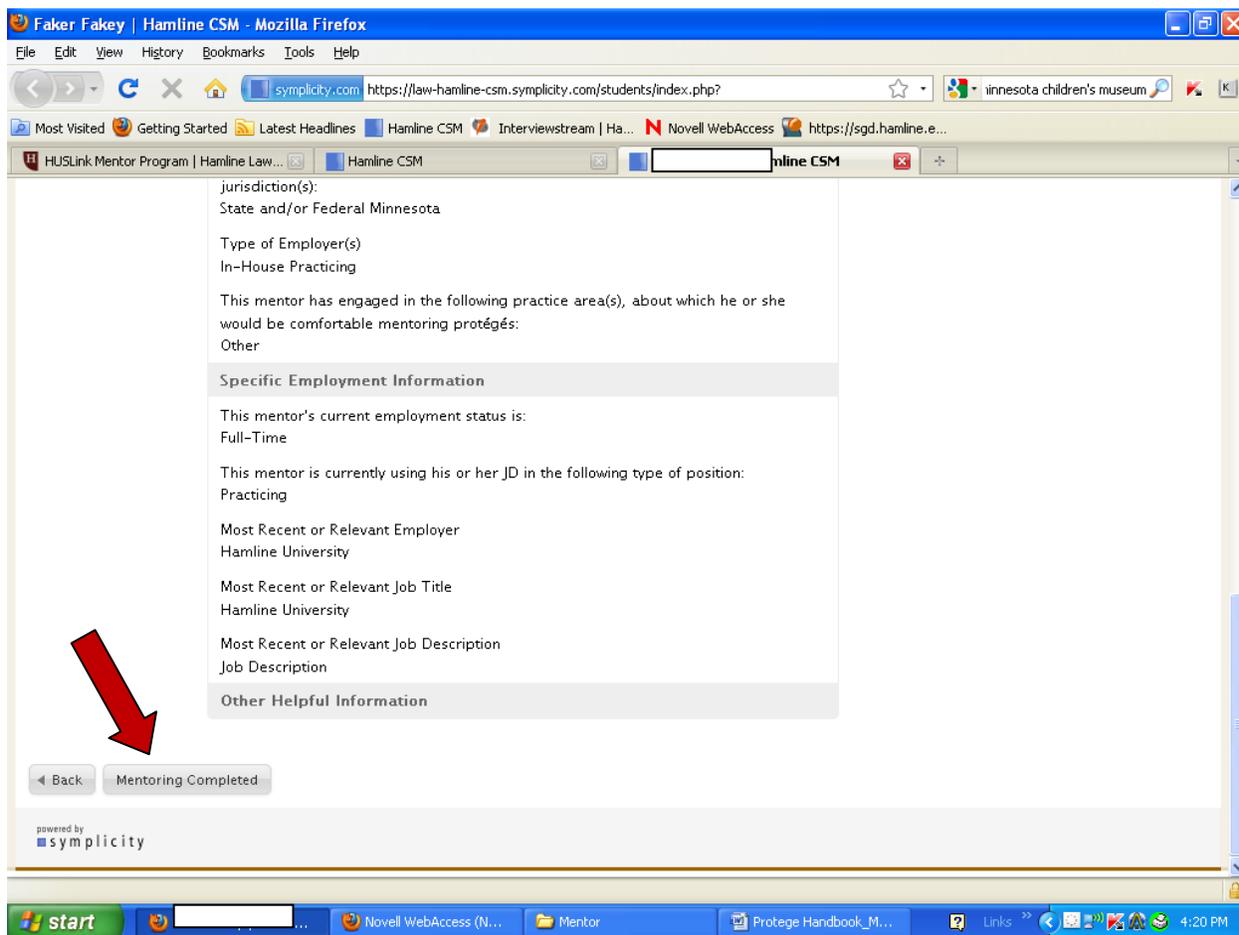


Once you and the mentor have connected and the original purpose is met, it is up to the **you** to indicate in the system that mentoring is complete. (You do not need to separately notify us.) This is very important because it is necessary to free up the mentor to assist other students, and it will also free you up to pursue additional mentoring opportunities with other mentors, if and when desired. You must do so by logging back into the system, locating the mentor's profile, and clicking "Mentoring Completed" as shown below. (Failure to meet this obligation may result in future HUSLink privileges being limited or revoked.)

*FYI: In some instances, it will be clear that mentoring is complete (if you requested a mock interview and it occurred, for example).*

*In other instances (regardless of the nature of the initial contact), you two may "hit it off" and mutually wish to continue on with mentoring of indefinite duration, even though the original request was complete. In that instance, the mentoring should be kept open in the system.*

*In contrast, when the two of you are open to the idea of future contact but do not have immediate plans to continue contact, you should indicate that mentoring is complete. You may seek out the mentor again through the system in the future. To do so in the future, you may have to contact [cso@hamline.edu](mailto:cso@hamline.edu) so we can reactivate your access to that mentor; you may be able to see their profile but not click a button to request contact without our assistance.*

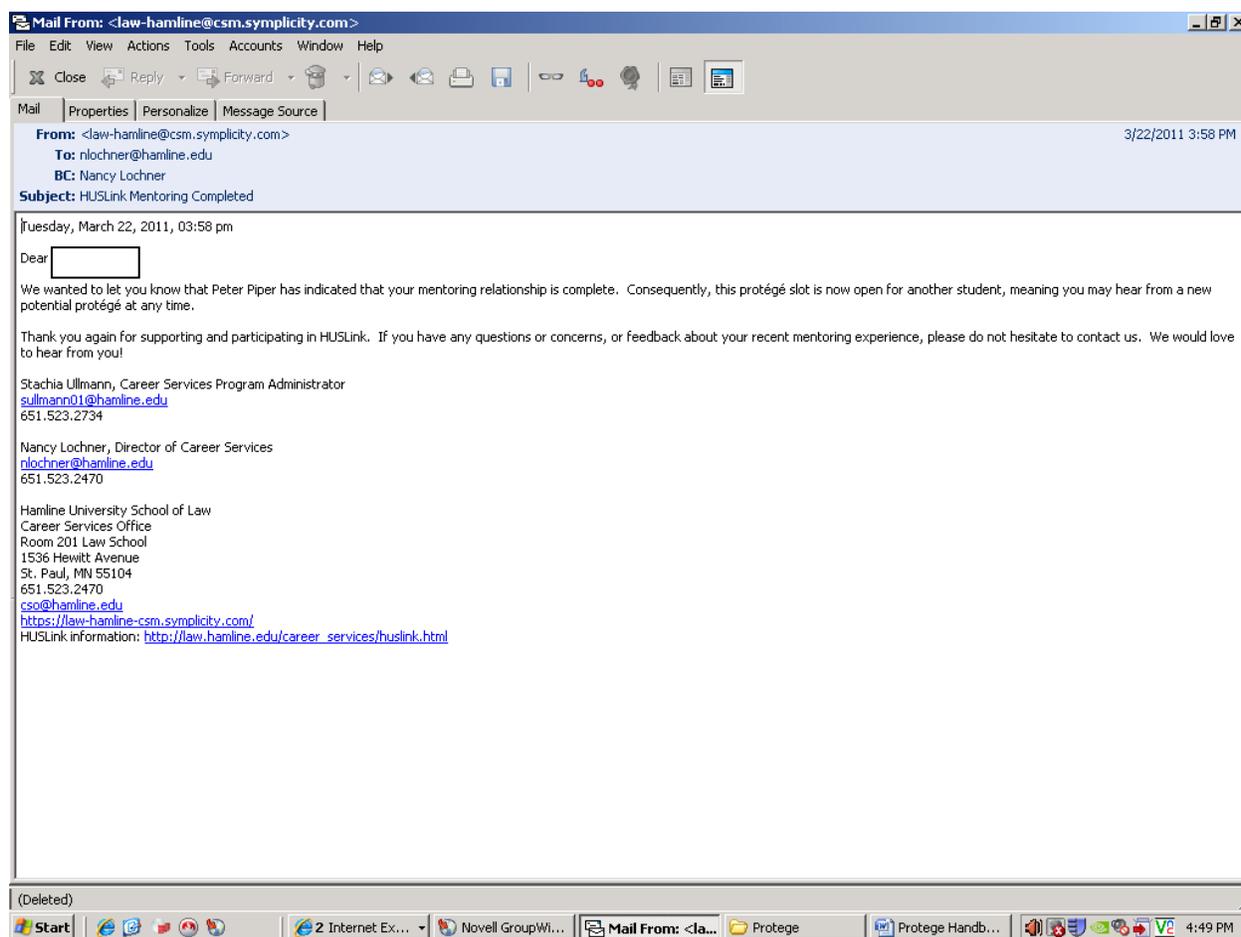


The screenshot shows a Mozilla Firefox browser window displaying a mentor profile page on the Hamline CSM website. The browser's address bar shows the URL <https://law-hamline-csm.symlicity.com/students/index.php?>. The page content includes the following text:

- jurisdiction(s): State and/or Federal Minnesota
- Type of Employer(s): In-House Practicing
- This mentor has engaged in the following practice area(s), about which he or she would be comfortable mentoring protégés: Other
- Specific Employment Information**
- This mentor's current employment status is: Full-Time
- This mentor is currently using his or her JD in the following type of position: Practicing
- Most Recent or Relevant Employer: Hamline University
- Most Recent or Relevant Job Title: Hamline University
- Most Recent or Relevant Job Description: Job Description
- Other Helpful Information**

At the bottom of the page, there are two buttons: "Back" and "Mentoring Completed". A large red arrow points to the "Mentoring Completed" button. The browser's taskbar at the bottom shows several open applications, including "Novell WebAccess (N...", "Mentor", and "Protege Handbook\_M...", along with the system clock showing 4:20 PM.

This will trigger an automated message to the mentor:



At this point, your mentoring relationship is complete (at least for now). Please do not hesitate to contact the Career Services Office with feedback or questions! As soon as you have completed mentoring with one mentor, you are free to seek out a new one when the next need arises.